

# Houston Federal Executive Board's Medical Countermeasures Communications Plan



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## PURPOSE

The Houston FEB has entered into an agreement with the State Department of Health to make medications available in the event of a Pandemic or Biological Release. This will enable the Federal community to organize Closed Points of Dispensing (PODs) in order to expeditiously distribute medication to federal employees, contractors in federal space and their household family members.

This effort is intended to limit the impact of a Pandemic or Biologic Release on the Federal workforce of the larger Houston area. This plan covers all Houston area federal employees, contract employees in federal space and their household family members.

This plan does not replace Federal agencies' individual emergency plans or building occupant emergency plans, but rather complements them and serves as a resource for information-sharing and uniform decision-making.

### Objective of this Communication Plan

- Create a unified message that can be shared among Federal agencies, to employees, in an effort to provide factual information on the event and follow up action necessary.

## FEB TEAM/PARTNERS

The FEB Team is responsible for communicating information and recommendations regarding actions following a Pandemic or Biological release. This team works in partnership with the Texas Department of State Health and Services (DSHS), Agency Heads, and will maintain open lines of communication throughout the entire emergency.

Team Member	Name	Phone	Email
FEB Executive Director	LeAnn Jenkins	405-231-4167	leann.jenkins@gsa.gov
Assistant Executive Director	Julius Keys	713-201-0906	Julius.keys@dcma.mil
FEB Executive Assistant	Ann Renay Highsmith	713-773-6509	ann.highsmith@sba.gov
DSHS Strategic National Stockpile Coordinator	James Arango	713-767-3342	James.Arango@dshs.texas.gov
Coast Guard Alpha POD Point of Contact	David Block	281-464-4791	John.D.Block@uscg.mil
Closed POD Points of Contacts	TBD		

## **POINT OF DISPENSING (POD) ACTIVATION**

### ***Texas Department of State Health Services***

Houston FEB will receive notification from the Texas Department of State Health Services of a medical emergency (Pandemic determination or a Biological Release) and when medications will arrive at the Alpha Pod for distribution to FEB coordinated Closed PODs.

### ***Houston Federal Executive Board***

- Houston FEB Executive Director will notify the Alpha POD of current, up-to-date Closed POD agreements and who will be arriving to pick up medications.
- Houston FEB Executive Director will contact those with FEB Closed POD agreements so they can activate
- Agency heads will communicate with employees and contractors regarding location of PODs (open & closed) where they can access available oral prophylaxis.

### ***Closed PODs Responsibilities:***

- Identifying to the FEB, via the Volunteer Intent Form, WHO will be responsible for picking up medications from the Alpha POD.
- Setup of the physical facility to receive and distribute medication to Federal and Contract employees and family members.
- Ensuring documentation is completed and received for each dose of medication distributed.
- Return unused medication to the Alpha POD along with documentation of dispensed medication.

### ***Post-Crisis Statement and management***

- Houston FEB Executive Director to recap emergency
- Houston FEB Executive Director to notify agency heads, stakeholders, and all PODs of emergency closure
- Houston FEB Assistant Executive Director to update social media (if applicable) of emergency closure

For more information or to comment on the Houston Federal Executive Board's Medical Countermeasures Communications Plan, please contact Executive Director, LeAnn Jenkins on office phone, (405) 231-4167; cell phone, (405) 831-5748; or email [LeAnn.Jenkins@gsa.gov](mailto:LeAnn.Jenkins@gsa.gov)